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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 2092.1B**Effective Date: August 22,
2014Expiration Date: August 22,
2019[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Distribution of Royalties and Other Payments Received by NASA from the Licensing or Assignment of Inventions

Responsible Office: Office of the General Counsel[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [ALL](#)

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Chapter 1. Responsibility

1.1 Office of the Chief Technologist, Director, Technology Transfer Program Office

The Office of the Chief Technologist (OCT), Director, Technology Transfer Program Office, or designees, shall manage this policy, including coordinating with the Chief Financial Officer designee at the NASA Shared Services Center (NSSC) on the collection and distribution of royalties and other payments due from the licensing and assignment of inventions.

1.2 Office of General Counsel, Agency Counsel for Intellectual Property

1.2.1 The Office of General Counsel, Agency Counsel for Intellectual Property (ACIP) or designee, shall develop, in coordination with the Director, Technology Transfer Program Office, the Agency's policy and procedures for the distribution and use of royalties or other payments. The ACIP shall provide legal oversight regarding royalties and other payments due from the licensing or assignment of inventions.

1.2.2 The ACIP or designee, will establish and maintain model license and assignment documents which will direct the licensee or assignee where to forward royalties and other payments due to NASA.

1.3 Chief Financial Officer, Office of the Chief Financial Officer

1.3.1 The Chief Financial Officer, or designee, at the NSSC shall:

- a. Establish and maintain a system for receiving, accounting, depositing, and distributing royalties and other payments received from the licensing or assignment of inventions.
- b. Distribute royalty payments to inventors entitled to receive such royalty payments, along with information that contains (1) the name of the licensee and the license number, (2) the total amount of the royalties from which the distribution is being made, (3) the date royalties were received, (4) the amount of the distribution, and (5) a reference to this NPR.
- c. Notify the Center Directors; Director, NASA Management Office, and Executive Director, Office of Headquarters Operations, of the amount of royalties and other payments available for distribution to their facilities, and inform the Office of the General Counsel and the Chair of the Inventions and Contributions Board of the distributions.

1.4 Center License Administrator

1.4.1 The Center License Administrator, or designee, shall normally forward the royalties and other payments due, along with the applicable license or assignment numbers, the identification of the NASA Centers or facilities in which the inventions were made, and the identities of the inventors or co-inventors entitled to receive royalty payments, directly to the Chief Financial Officer designee at the NSSC at the following address:

NASA Shared Service Center
FMD Accounts Receivable
Attn: For the Accounts of [name of Center]
Bldg. 1111, C Road
Stennis Space Center, MS 39529.

Note: A particular license may provide other direction for the forwarding of royalty payments, including direct payment by the licensee to the NSSC.

1.5 Center Directors; Director, NASA Management Office, and Executive Director, Office of Headquarters Operations

1.5.1 Center Directors; Director, of the NASA Management Office, and Executive Director of the Office of Headquarters Operations shall:

- a. Ensure that all royalties and other payments available for distribution to their facilities are used and obligated in accordance with NPD 2092.1 and this NPR.
- b. Keep the Associate Administrator informed as necessary.

1.6 Inventors

1.6.1 It is each inventor's responsibility to keep both the Chief Financial Officer, and the Patent or Intellectual Property Counsel at the appropriate NASA facility, apprised of his or her current address and telephone number. Any changes should be provided in writing to the applicable Center Patent or Intellectual Property Counsel and to:

Office of the Chief Financial Officer
NASA Shared Service Center
Financial Management Division
Bldg. 1111, C Road
Stennis Space Center, MS 39529.

1.6.2 If reasonable attempts to obtain current information for a particular inventor are unsuccessful, the royalties to be distributed shall be recalculated without the inventor's participation in accordance with subparagraph 2.2. If the particular inventor is later located, he or she will be included in future royalty distributions, but past royalties already distributed by NASA will not be restored.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [ALL](#) |

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